
**South Carolina Energy Office
Strategic Energy Action Plan
FY 2005-2006**

South Carolina Budget and Control Board

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State Energy Office Strategic Action Plan 2005-2006

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Executive Summary

To systematically address critical needs in the state, the South Carolina Energy Office (SCEO) has focused its 2005-2006 Strategic Plan on efforts to assist the public sector, including state agencies, school districts, colleges and universities, and local governments. Public sector assistance provides maximum benefit to our citizens, as improvements in operating efficiency allow more resources to be spent on programs to better our state. **The Strategic Plan concentrates on six areas: Energy Efficiency and Conservation in Facilities, Transportation Conservation and Diversification, Energy Information and Awareness, Renewable Energy and Utilities, Radioactive Waste Disposal Program and an Innovative and Supportive Work Environment.** Each of these program areas increases the productivity of the public sector while providing energy information and policy guidance for the public at large.

A major component of the **Energy Efficiency and Conservation in Facilities Program** is the Rebuild South Carolina project (established with a grant from the Department of Energy) to assist public organizations in energy management. Organizations need to establish baseline measures for energy use before we can assist them, and we will continue to provide assistance in tracking energy consumption data for public agencies and school districts. Organizations can become Rebuild South Carolina (RBSC) Partners, opening them up to full-service energy management coordination.

Contracted engineers provide audits of facilities that specify areas where physical and operational improvements can be made. SCEO staff work with the auditors, the organizations' energy managers, and necessary public officials to review the audits, make recommendations, and move to implementation. Experienced SCEO staff assist organizations in the development of a Request for Proposals and other procurement procedures as well as locating financing assistance. In addition, the SCEO revised its public sector loan program to expand financing options for energy projects for state agencies and schools. Finally, once projects are implemented, the SCEO provides continual training for energy managers in the state, both through the Association of South Carolina Energy Managers and workshops sponsored through Rebuild South Carolina.

The **Transportation Conservation and Diversification Program** combines two themes of transportation sustainability. The primary concern is that petroleum is a fossil fuel and will eventually run out. Either our current consumption patterns must change, or we must utilize alternative sources of fuel. The theme of the transportation strategy is reducing petroleum consumption through increasing the consumption of alternative fuels such as ethanol, biodiesel and compressed natural gas.

Energy Information and Awareness efforts make citizens aware of our services, the effects of high energy consumption, and techniques for conserving energy. We provide targeted programs for children in kindergarten through the twelfth grade. By educating children, we can have an effect on their behaviors in the future, as well as to provide enhancements to the State Department of Education curriculums. We also supply homeowners with information on reducing energy consumption so that they may become smarter and more efficient consumers of energy. Through a comprehensive website, we provide information on all of the programs the Energy Office administers. We also analyze and publicize energy consumption data at public agencies and school districts.

The **Renewable Energy and Utilities** program advocates the reduction of energy demand and the development of renewable resources for utilization by consumers. Reducing the demand for energy means that we will need fewer power plants to supply power, therefore reducing regulatory and infrastructure costs in the future. We also work with the supply side of the equation, helping to establish policies that will promote the

development of renewable resources like landfill gas energy, biomass energy, and solar energy.

The **Radioactive Waste Disposal Program** provides management of the Budget and Control Board's low-level radioactive waste disposal facility in Barnwell County. The disposal site is leased to Chem-Nuclear Systems, which operates the facility in accordance with terms specified in the lease agreement. The Budget and Control Board establishes and adjusts the rate schedules for the disposal of radioactive waste at the Barnwell facility. Disposal rates for waste generated within the Atlantic Compact region cannot exceed disposal rates available to waste generators outside the region. As authorized by the Atlantic Compact Commission, the Budget and Control Board may enter into agreements with persons outside the compact region to import waste for disposal at the Barnwell site. Approval of any non-regional waste is subject to the availability of disposal capacity, which is limited under state law.

The Energy Office's **Innovative and Supportive Work Environment** addresses the leadership, strategic planning, human resource capabilities, internal procedures, and customer satisfaction areas for the South Carolina Energy Office. These areas focus on creating and maintaining a high performing organization.

Mission, Vision and Values

Our mission, vision and values directly reflect those of the Budget and Control Board.

Mission

The SCEO increases energy efficiency and diversity, enhances environmental quality and saves energy dollars for South Carolina.

Vision

We excel in saving money through conserving energy for South Carolina.

Values

Quality customer services and products: We consistently provide outstanding products and excellent customer services, as defined by our customers, and we strive for continuous improvement.

Innovation: We are receptive to and flexible with the changing environment and the evolving world of technology. We welcome challenges, embrace innovation, and encourage creativity.

Leadership: We strive to lead government through strategic and visionary approaches that are proactive, fair, and ethical.

Professionalism: We perform our work with honesty, integrity, and loyalty. We are committed to performance that is credible, thorough, competent, and worthy of customer confidence.

Employee well-being: We respect the individual contributions of each employee and endeavor to empower them with the needed resources for teamwork, shared pride, and continuous learning.

SCEO Valued Employee Attributes

Positive attitude – open-minded, flexible, can go with the flow, deal easily with changes, cooperative, have a “can-do” approach to assignments, requests and problem solving.

Productive – produce visible results that are evident to others, make it easy for others to understand and appreciate their accomplishments, show dedication and are able to focus on end results, committed to excellence in job performance.

Harmonious workplace relations – interact positively with others and create workplace harmony, demonstrate loyalty, avoid negativity in the workplace, avoid negative gossip, have positive effect on office morale.

Workplace intelligence – skilled in research and analysis, able to solve problems rather than just identify problems.

Respectful of others – show courtesy to internal and external staff and customers, demonstrate emotional intelligence, are proven team workers, work well with others in team approaches, make appropriate use of chain of command.

Detail oriented – consistent attention to accuracy and completeness, check own work for quality, seek and learn from editing help of others for error minimization and quality maximization.

Dependable – prompt, adhere to directions and schedules, follow through with projects and procedures in a timely manner without need for reminders.

Disciplined in work habits – work hard, develop implementation plans, adhere to those plans, go the extra mile when needed.

Initiative – take independent action to complete projects and offer up ideas for improvement, creative in identifying new opportunities, seek feedback from others, show persistence to overcome obstacles, display willingness and ability to constantly learn.

Aware – demonstrate understanding of the details of their areas of responsibility and how their responsibilities fit into overall mission of the energy office and its performance.

Passionate about their jobs – have strong belief in and passion for their work and the products of their work.

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy A: Collect and compile energy consumption data from 85 school districts, 40 state agencies, 13 universities/colleges with housing, and 20 technical colleges.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Compose letters and forms to be sent to all public entities requesting their assistance in providing the Energy Office with their fiscal year energy consumption data by the stated deadline.	July 1, 2005	July 30, 2005	Julia Parris
2	Provide technical assistance and conduct follow-up with state agencies and school districts to maximize reporting.	Ongoing	Ongoing	Julia Parris/Rob Heilig
3	Receive, compile, provide data entry and analyze energy consumption data from reporting entities. Contact entities which do not submit their energy use by deadline.	August 2, 2005	February, 2006	Julia Parris/ Rob Heilig
4	Write letter for SEO Director's signature to send to entities which have not submitted data one month past deadline.	December 15, 2005	December 31, 2005	Julia Parris
5	Request any new ideas/features from management and write report. Report reviewed by management. Insure that success stories are featured in the report.	January 3, 2006	March 15, 2006	Rob Heilig
6	Publish <i>Energy Use in South Carolina's Public Facilities</i> .	March 15, 2006	March 30, 2006	Rob Heilig
7	Create and send customized energy reports to agency heads and energy coordinators of all entities with copies of <i>Energy Use in South Carolina's Public Facilities</i> .	April 1, 2006	May 1 2006	Julia Parris/RobHeilig
8	Publicize results.	Ongoing	Ongoing	Rob Heilig
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of entities reporting building-by-building energy data	Quarterly	database	Rob Heilig
2	Number of entities reporting consumption data	Quarterly	database	Rob Heilig

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy B: Assist eight Rebuild South Carolina Partners in implementing energy efficiency projects.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Contract with auditors.	July 1, 2005	Ongoing	Tom Hudkins
2	Identify and recruit organization for Rebuild SC partnership.	Ongoing	Ongoing	Rick Baldauf/Tom Hudkins
3	Recommend energy audits (SCEO or external).	Ongoing	Ongoing	Tom Hudkins
4	Receive and review energy audits and technical studies supporting Conserfund Applications.	Ongoing	Ongoing	Rick Baldauf
5	Review audit recommendations with organization partner.	Ongoing	Ongoing	Rick Baldauf/Tom Hudkins
6	Provide guidelines for developing a model energy conservation plan.	Ongoing	Ongoing	Rick Baldauf
7	Identify financing options. Promote to partners/decision makers.	Ongoing	Ongoing	Rick Baldauf/Tom Hudkins/Michael Hughes
8	Technical evaluations and assistance during procurement and implementation phases.	Ongoing	Ongoing	Rick Baldauf/Tom Hudkins
9	Facilitate participation in technical assistance workshops.	Ongoing	Ongoing	Tom Hudkins
10	Report and publicize results.	Ongoing	Ongoing	Tom Hudkins/Rick Baldauf
11	Follow-up on all institutions receiving audits during the last 5 years.	Ongoing	Ongoing	Rick Baldauf
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of Rebuild South Carolina partners recruited	Quarterly	Database	Rick Baldauf
2	Number of Rebuild South Carolina partners implementing energy efficiency projects	Quarterly	Database	Rick Baldauf
3	Dollar Savings and Energy Savings from Rebuild South Carolina implemented Projects	Quarterly	Database	Rick Baldauf

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy C: Administer and close-out energy efficient retrofit projects for low-income public schools.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Monitor implementation of energy retrofits. Close-out completed projects.	July 1, 2005	June 30, 2006	Tom Hudkins
2	Receive information on actual energy costs and consumption 1 year following implementation.	Ongoing	Ongoing	Tom Hudkins
3	Analyze energy consumption.	July 1, 2005	June 30, 2006	Tom Hudkins
4	Report and publicize results.	July 1, 2005	June 30, 2006	Tom Hudkins
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of low-income schools implementing energy retrofits	Annually	School records	Tom Hudkins
2	Dollar amount of energy savings from low-income school projects	Annually	School records	Tom Hudkins

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy D: Award incentives to six public higher education institutions to implement energy efficient projects under the RHEEEP program.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Administer grants with institutions that have received RHEEEP grants; close out grants as projects are completed.	July 1, 2005	December 31, 2005	Rick Baldauf
2	Input and record energy savings upon completion in RHEEEP database.	Ongoing	Ongoing	Rick Baldauf
3	Send information to planner to be included in the Savings Matrix.	Ongoing	Ongoing	Rick Baldauf
4	Report and publicize savings results.	Ongoing	Ongoing	Rick Baldauf
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of institutions that receive RHEEEP awards	Annually	Database	Rick Baldauf
2	Number of RHEEEP awards utilized	Annually	Database	Rick Baldauf
3	Dollar amount of cost savings to institutions from RHEEEP projects	Annually	Database	Rick Baldauf

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in public facilities.				
Strategy E: Provide financing through the ConserFund Loan Program to state agencies, school districts, local governments, and not-for-profits to implement energy efficiency projects.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Make commitments to three eligible entities.	Ongoing	Ongoing	Michael Hughes
2	Market loan program to eligible organizations (to include Rebuild SC partners)	Ongoing	Ongoing	Michael Hughes
3	Complete and analyze application packages for staff review committee.	Ongoing	Ongoing	Michael Hughes
4	Prepare necessary documents for the loan approval.	Ongoing	Ongoing	Michael Hughes
5	Complete approval/denial/consideration at next review date to borrower within 5 business days of the decision of the Loan Approval Committee.	Ongoing	Ongoing	Michael Hughes
6	Report and publicize results. Send information to planner to be included in the Savings Matrix.	Ongoing	Ongoing	Michael Hughes
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of ConserFund loan commitments	Quarterly	Database	Michael Hughes
2	Dollar amount of ConserFund loan commitments	Quarterly	Database	Michael Hughes
3	Dollar savings in projected ConserFund project savings	Annually	Spreadsheet	Michael Hughes
4	Percent increase in projected ConserFund project savings	Annually	Spreadsheet	Michael Hughes

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy F: Educate 400 energy-related professionals on techniques to reduce energy consumption.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Write RFPs and award contracts for SCEO-sponsored energy efficiency workshops.	October 1, 2005	November 1, 2005	Tom Hudkins
2	Administer energy efficiency workshops in conjunction with awardee.	December 2005	December 3, 2005	Tom Hudkins
3	Identify partnerships and administer two low-cost energy efficiency workshops in conjunction with other organizations.	July 1, 2005	June 30, 2006	Tom Hudkins
4	Conduct survey of workshop participants to determine energy savings.	Ongoing	Ongoing	Sonny DuBose
5	Implement program to train school district personnel in low-cost/no cost energy cost saving practices, in cooperation with energy utilities.	July 1, 2005	June 30, 2006	Tom Hudkins
6	Coordinate operation of Association of South Carolina Energy Managers; update membership lists and work to increase membership.	Ongoing	Ongoing	Julia Parris
7	Coordinate CEM training in conjunction with ASCEM.	July 1, 2005	June 30, 2006	Julia Parris/ Tom Hudkins
8	Coordinate energy seminars and conference arrangements for two ASCEM meetings a year.	July 1, 2005	June 30, 2006	Julia Parris
9	Conduct and analyze results from ASCEM conference and customer satisfaction survey.	July 1, 2005	June 30, 2006	Julia Parris
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of firms implementing energy saving solutions from workshops	Quarterly	Survey	Sonny DuBose
2	Percent of firms implementing energy saving solutions from workshops	Quarterly	Survey	Tom Hudkins
3	Dollar amount saved based on energy savings	Quarterly	Survey	Tom Hudkins
4	Number in ASCEM membership	Quarterly	Membership	Julia Parris
5	Number of attendees at ASCEM meetings/conferences	Quarterly	Registration	Julia Parris
6	Number of school officials receiving training	Quarterly	Registration	Tom Hudkins

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy G: Conduct 6 Level II energy audits for commercial & industrial customers and 8 Level III audits for public sector entities.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Write RFP and contracts.	August 1, 2005	September 1, 2005	Tom Hudkins
2	Conduct energy audits.	Ongoing	Ongoing	Tom Hudkins
3	Receive and review audits.	Ongoing	Ongoing	Tom Hudkins
4	Present audits to organization with recommendations for projects.	Ongoing	Ongoing	Tom Hudkins
5	Contact all Level II Audit Recipients in last four years to determine if measures have been implemented.	6 months following presentation of audit	Ongoing	Tom Hudkins
6	Report and publicize results.	Ongoing	Ongoing	Tom Hudkins
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Dollar amount saved from implementation of audit recommendations	Quarterly	Survey	Tom Hudkins
2	Number of ECMs implemented by firms based on audit recommendations	Quarterly	Survey	Tom Hudkins
3	Percent of ECMs implemented by firms based on audit recommendations	Quarterly	Survey	Tom Hudkins

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy H: Through the SC SAVE\$ (Schools and Agencies Verify Energy Dollars) program, assist energy accounting users in monitoring and analyzing energy consumption data.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Provide technical assistance and conduct follow-up with state agencies and school districts to maximize use of web-based and other Energy Accounting Systems via telephone, email and on-site. Requests responded to by next workday.	Ongoing	Ongoing	Julia Parris
2	Provide marketing and training for SC SAVE\$ through contractor (School Dude).	Ongoing	Ongoing	Julia Parris
3	Coordinate enrollment and recruitment of public entities in SC SAVE\$ with the contractor (School Dude). Promote to entities the need to report their data in UtilityDirect for annual Consumption Report.	Ongoing	Ongoing	Julia Parris
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of organization participants in SC SAVE\$	Quarterly	Database	Julia Parris
2	Number of responses to energy accounting technical assistance requests	Quarterly	T/A Log	Julia Parris

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy I: Facilitate residential and commercial energy efficiency practices to include promotion of LEED Green Building and residential energy efficiency outreach through the Columbia Home Show.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Assist in building alliances with the public and private sectors.	Ongoing	Ongoing	Sonny DuBose
2	Work with Evergreen Alliance to promote LEED activities. •Support of SC chapter of USGBC •Develop & promote SC supplier list for sustainable products	July 1, 2005	June 30, 2006	Sonny DuBose
3	Coordinate and oversee administration of EarthCraft residential energy efficiency programs with homebuilders.	July 1, 2005	June 30, 2006	Sonny DuBose
4	Maintain web-based lists of LEED-certified designers and LEED-certified buildings in SC.	Ongoing	Ongoing	Sonny DuBose
5	Coordinate Columbia Home Show with staff from SCEO. • Secure booth space and electrical power. • Purchase promotional items and door prizes. •Analyze evaluation results from Home Show attendees. •Prizes are mailed to winners whose names were drawn during the course of the show.	November 1, 2005	April 30, 2006	Renee Daggerhart
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of architects who are certified as LEED Green Builders	Quarterly	LEED records	Sonny DuBose
2	Number of buildings that apply for certification as green buildings	Quarterly	LEED records	Sonny DuBose
3	Evaluation results from Home Show.	Annual	Surveys	Renee Daggerhart
4	Number of EarthCraft Builders trained	Quarterly	Southface	Sonny DuBose
5	Number of EarthCraft homes constructed	Quarterly	Southface	Sonny DuBose

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy J: Monitor and administer grants to improve energy savings for facilities in South Carolina.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	In cooperation with the SC Manufacturing Extension Partnership, oversee the Industries of the Future (IOF) program for SC through Special Projects grant. Administer grants to ensure that partnerships are established, marketing is completed and assessments of industries are conducted. Report and publicize results.	July 1, 2005	June 30, 2006	Tom Hudkins
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Grant is completed on time.	Annual	Grant file	Tom Hudkins
2	Project results are publicized.	Ongoing	Grant file	Tom Hudkins

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy K: Promote Performance Contracting to public entities in South Carolina.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Continue development of Performance Contracting Action Plan to include review, update and revision of performance contract manual.	July 1, 2005	September 30, 2005	Michael Hughes
2	Implement Action Plan.	September 30 2005	Ongoing	Michael Hughes
3	Provide and promote in-house review service of energy performance contract to school districts.	Ongoing	Ongoing	Michael Hughes
4	Promote ConserFund as a finance option during in-house reviews of energy performance contracts.	Ongoing	Ongoing	Michael Hughes
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of times performance contract is utilized	Quarterly	MMO	Michael Hughes

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy L: Promote energy efficient mortgages to homebuyers.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	In consultation with Fannie Mae, York Technical College, NC State Energy Office, and SC State Housing Authority, develop energy efficient mortgage program.	Ongoing	Ongoing	Michael Hughes
2	Develop program with partners and create action plan.	July 1, 2005	September 30, 2005	Michael Hughes
3	Implement action plan.	October 1, 2005	June 30, 2006	Michael Hughes
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of energy efficient mortgage workshops	Quarterly		Michael Hughes

Budget and Control Board				
South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy M: Implement Utility Savings Initiative for state agencies.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Implement program.	July 1, 2005	Ongoing	Mitch Perkins
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Fixed Price Bid issued for utility bill analysis every three years	Every three years		Mitch Perkins
2	Dollar amount of savings from utility bill analysis program	Quarterly		Mitch Perkins

Budget and Control Board				
South Carolina Energy Office: Program Area - Transportation				
Program Goal 2: Promote transportation conservation and diversification.				
Strategy A: Promote fuel conservation through the <i>Take a Break From the Exhaust</i> program in state government.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Oversee the Take a Break From the Exhaust (TABFTE) for the SCEO. Monitor vehicle miles reduced and emissions eliminated during Ozone Season.	July 1, 2005	June 30, 2006	Chantal Fryer
2	Promote TABFTE program to other parts of the Budget and Control Board.	July 1, 2005	June 30, 2006	Chantal Fryer
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of miles eliminated through TABFTE program	Quarterly	SCEO/DHEC	Chantal Fryer
2	Amount of emissions avoided through TABFTE program	Quarterly	SCEO/DHEC	Chantal Fryer

Budget and Control Board				
South Carolina Energy Office: Program Area - Transportation				
Program Goal 2: Promote transportation conservation and diversification.				
Strategy B: Coordinate alternative fuels activities in the Columbia, Aiken and Rock Hill (Palmetto State Clean Fuels Coalition) areas, thereby reducing the use of gasoline in targeted areas and increasing alternative fuel use, and expand network to include other areas of the state.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Monitor PSCFC Coordinator Grant to facilitate development of an AFV market throughout the state. Activities include the following: <ul style="list-style-type: none"> • Bi-monthly publication of Clean Cities newsletter • Workshop on Biofuels • Travel to regional meetings and national conference • Stakeholder recruitment, public awareness campaign • Work to recruit private industry participation 	July 1, 2005	June 30, 2006	Chantal Fryer
2	Meet goals of PSCFC program plan as submitted to DOE and SCEO.	Ongoing	Ongoing	Chantal Fryer
3	Attend four major stakeholder meetings and all working group meetings.	Ongoing	Ongoing	Chantal Fryer
4	Work with local groups on developing legislative incentives for alternative fuels.	Ongoing	Ongoing	Chantal Fryer
5	Participate in SE Alternative Fuels workgroup.	Ongoing	Ongoing	Chantal Fryer
6	Distribute briefing package on SC alternative fuel activities as needed, to be shared with policymakers upon request.	July 1, 2005	June 30, 2006	Chantal Fryer
7	Contract with SC State to provide alternative fuel refueling infrastructure to provide biodiesel (B20) to three shuttle buses.	July 1, 2005	June 30, 2006	Chantal Fryer
8	Encourage transit providers to use biodiesel in their buses. Work with at least one transit operator willing to invest in this fuel.	July 1, 2005	June 30, 2006	Chantal Fryer
9	Report and publicize results.	Ongoing	Ongoing	Chantal Fryer
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Amount of alternative fuel used in PSCFC areas	Quarterly	Clean Cities	Chantal Fryer
2	Number of committed PSCFC stakeholders	Quarterly	Clean Cities	Chantal Fryer
3	Amount of alternative fuel used by state government fleets	Quarterly	Fuel Mgmt. System	Chantal Fryer

Budget and Control Board				
South Carolina Energy Office: Program Area - Transportation				
Program Goal 2: Promote transportation conservation and diversification.				
Strategy C: Promote and administer external funding opportunities for alternative fuel vehicles, refueling infrastructure, production and fuel.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Manage and administer grant funds awarded by DOE Special Projects for the Clean Cities category: <ul style="list-style-type: none"> • Schwann's conversion of 11 vehicles to propane • USC's above-ground 3000 gallon ethanol refueling infrastructure • United Energy's conversion of the kaolin storage tanks to a bulk fuel facility for alternative fuels • PSCFC Coordinator grant with the Catawba COG 	July 1, 2005	June 30, 2006	Chantal Fryer
2	Identify new alternative fuel projects for Special Projects and other external funding opportunities.	July 1, 2005	June 30, 2006	Chantal Fryer

Budget and Control Board				
South Carolina Energy Office: Program Area - Transportation				
Program Goal 2: Promote transportation conservation and diversification.				
Strategy D: Promote fuel conservation through Advanced Travel Center Electrification (truck stop electrification)				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Monitor and report cost savings resulting from Truck Stop Electrification project with IdleAire.	July 1, 2005	June 30, 2006	Richard Horton
2	Report and publicize results.	Ongoing	Ongoing	Richard Horton
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Amount of fuel conserved, emissions reduced, and use of ATCE facilities.	Quarterly	Reports	Richard Horton

Budget and Control Board				
South Carolina Energy Office: Program Area – Public Information				
Program Goal 3: Provide energy awareness, information and education services.				
Strategy A: Implement E2IQ program in approximately 150 K-12 classrooms statewide.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Train 150 teachers (75 classroom presentations) to use the Action for a Cleaner Tomorrow curriculum and distribute information about E2IQ	July 1, 2005	June 30, 2006	Renee Daggerhart
2	Participate in the Energy 2 Learn Teachers conference in conjunction with DHEC	Ongoing	June 2006	Renee Daggerhart
3	Assist in promoting energy video targeted to 6 th grade classrooms	Ongoing	Ongoing	Renee Daggerhart
4	Set up Energy Patrols in participating Elementary Schools.	July 1, 2005	June 30, 2006	Renee Daggerhart
5	Report and publicize results.	Ongoing	Ongoing	Renee Daggerhart
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of teachers who increased their energy awareness at the Energy 2 Learn Conference	Annual	Survey	Renee Daggerhart
2	Number of K-12 classrooms/teachers who utilize Energy 2 Learn curriculum	Annual	Report	Renee Daggerhart
3	Average pre- and post-test scores on energy knowledge of students receiving instruction on the Energy 2 Learn curriculum	Annual	Test	Renee Daggerhart
4	Number of teachers trained on E2IQ	Quarterly	Report	Renee Daggerhart
5	Number of students receiving E2IQ presentations	Quarterly	Report	Renee Daggerhart
6	Number of students who view <i>Energy Tonight/Earth Today</i> video	Quarterly	Report	Renee Daggerhart
7	Number of elementary schools that set up Energy Patrol	Quarterly	Report	Renee Daggerhart

Budget and Control Board				
South Carolina Energy Office: Program Area – Public Information				
Program Goal 3: Provide energy awareness, information and education services.				
Strategy B: Promote energy awareness and conservation to citizens of South Carolina.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Promote energy awareness and conservation in schools.	Ongoing	Ongoing	Renee Daggerhart
2	Promote energy conservation through participation in community activities.	Ongoing	Ongoing	Renee Daggerhart
3	Plan activities for Energy Awareness Month (EAM) to reach all sectors. Coordinate promotion of poster contest with Unique Promotions to involve participation from middle schools.	July 1, 2005	September 30, 2006	Renee Daggerhart
4	Implement EAM activities.	August 1, 2005	October 31, 2005	Renee Daggerhart
5	Coordinate promotion, dissemination, and tracking of Energy Wise articles to newspapers in South Carolina.	July 1, 2005	June 30, 2006	Renee Daggerhart
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of newspapers using EnergyWise Articles	Quarterly	Newspapers	Renee Daggerhart
2	Number of community activities	Quarterly	Spreadsheet	Renee Daggerhart
3	Number of individuals contacted through community activities	Quarterly	Spreadsheet	Renee Daggerhart
4	Number of school activities	Quarterly	Spreadsheet	Renee Daggerhart
5	Number of individuals contacted through school activities	Quarterly	Spreadsheet	Renee Daggerhart

Budget and Control Board				
South Carolina Energy Office: Program Area – Public Information				
Program Goal 3: Provide energy awareness, information and education services.				
StrategyC: Maintain up-to-date SCEO website with current information that meets the needs of our customers.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Update website as needed to maintain currency.	Ongoing	Ongoing	Julia Parris/Matthew Brady/D' Juana Wilson
2	Review SCEO website each Monday to keep information timely and complete.	Ongoing	Ongoing	Julia Parris/Matthew Brady
3	Maintain log of changes to web as updates are made.	Ongoing	Ongoing	Julia Parris/Matthew Brady/D' Juana Wilson
4	Redesign front page of SCEO website to improve functionality.	July 1, 2005	October 31, 2005	Matthew Brady
5	Maintain and update database for website, publications, presentations and customer feedback.	July 1, 2005	June 30, 2006	Renee Daggerhart
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of web hits	Quarterly	CIO Reports	Matthew Brady
2	Customer satisfaction feedback for speed of reply, courtesy of reply, quality of information, ease of use (for website), and increase awareness of energy issues	Quarterly	Surveys	Renee Daggerhart

Budget and Control Board				
South Carolina Energy Office: Program Area – Public Information				
Program Goal 3: Provide energy awareness, information and education services.				
Strategy D: Publish Energy Connection newsletter twice annually.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Determine and assign articles for Winter 2006 edition. Produce, print, and distribute.	October 1, 2005	November 30, 2005	Renee Daggerhart
2	Determine and assign articles for Summer 2006 edition. Produce, print, and distribute.	April 1, 2006	May 30, 2006	Renee Daggerhart
3	Develop & conduct newsletter survey in conjunction with Winter 2006 newsletter to ensure newsletter meets needs of audience.	October 1, 2005	November 30, 2005	Renee Daggerhart
4	Update & maintain Energy Connection database with newsletter contacts to include e-mail addresses.	July 1, 2006	June 30, 2006	Renee Daggerhart
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Newsletter is published no later than November 30, 2005 and May 30, 2006	Semi-annually	Newsletter	Renee Daggerhart
2	Customer satisfaction feedback on newsletter	Annually	Survey	Renee Daggerhart
3	Number receiving e-mail version of newsletter	Annually	Data base	Renee Daggerhart

Budget and Control Board				
South Carolina Energy Office: Program Area – Public Information				
Program Goal 3: Provide energy awareness, information and education services.				
Strategy E: Promote purchase of energy efficient manufactured homes and provide energy conservation information to homeowners.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Print and distribute Energy Efficient Labels to manufacturers of mobile homes that are sold to dealers in SC. Ensure new manufacturers know about program and are contacted about the labeling process.	Ongoing	Ongoing	Julia Parris
2	Develop and administer contract for residential energy guide publication to include manufactured housing.	July 1, 2005	June 30, 2006	Renee Daggerhart
3	Report and publicize savings from energy efficient manufactured homes.	Ongoing	Ongoing	JP Gouffray
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Dollar amount saved from the label program	Quarterly	Database	JP Gouffray
2	Number of homes labeled from disposition reports	Quarterly	Program	Julia Parris
3	Number of labels distributed to manufacturers	Quarterly	Program	Julia Parris

Budget and Control Board				
South Carolina Energy Office: Program Area – Public Information				
Program Goal 3: Provide energy awareness, information and education services.				
Strategy F: Coordinate two meetings of the SCEO Energy Advisory Committee (EAC). Schedule and staff Nuclear Advisory Council meetings.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Meet with Chairman to develop (2) semi-annual meetings to be held tentatively in Fall 2005 and Spring 2006.	July 1, 2005	June 30, 2006	D’Juana Wilson
2	Meet with SCEO staff and chairman to schedule meetings, discuss agenda and presentation materials.	July 1, 2005	June 30, 2006	D’Juana Wilson
3	Coordinate logistical support for EAC meetings: •room reservation •preparation of meeting materials	July 1, 2005	June 30, 2006	D’Juana Wilson
4	Distribute meeting materials to committee members.	July 1, 2005	June 30, 2006	D’Juana Wilson
5	Attend meeting to include recording & transcription of meeting minutes.	July 1, 2005	June 30, 2006	D’Juana Wilson
6	Distribute evaluation to committee members and provide summary report to management.	July 1, 2005	June 30, 2006	D’Juana Wilson
7	Update EAC members as directed with current information on SCEO activities.	July 1, 2005	June 30, 2006	D’Juana Wilson
8	Schedule & staff NAC meetings as required.	Ongoing	Ongoing	D’Juana Wilson
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Meeting # 1 held as scheduled	Per meeting	N/a	D’Juana Wilson
2	Meeting # 2 held as scheduled	Per meeting	N/a	D’Juana Wilson
3	Evaluation results from meetings	Semi-Annually	Survey Cards	D’Juana Wilson

Budget and Control Board				
South Carolina Energy Office: Program Area – Public Information				
Program Goal 3: Provide energy awareness, information and education services.				
Strategy G: Monitor and report on state energy-related legislation.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Complete legislative report for 2005 session.	Ongoing	July 15, 2005	Sonny DuBose
2	Read prefiled bills to determine energy relevance.	November 1, 2005	December 31, 2005	Sonny DuBose
3	Read daily bill introduction sheets.	January 15, 2006	June 15, 2006	Sonny DuBose
4	Develop draft report summarizing energy-related legislation.	Ongoing	February 1, 2006	Sonny DuBose
5	Update weekly legislative report to reflect additions and changes.	January 15, 2006	June 15, 2006	Sonny DuBose
6	Publish final energy-related legislation report for 2005-2006 session.	June 15, 2006	July 15, 2006	Sonny DuBose
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Energy legislation report completed no later than 07/15 of each year.	Annually	Report	Sonny DuBose

Budget and Control Board				
South Carolina Energy Office: Program Area – Public Information				
Program Goal 3: Provide energy awareness, information and education services.				
Strategy H: Manage activities of the SCEO in response to energy emergencies in South Carolina.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Schedule and oversee staffing of State Emergency Operations Center during times of activation by the Emergency Management Division (EMD).	Ongoing	Ongoing	Richard Horton
2	Ensure that the Office's State Emergency Response Team members are adequately trained.	Ongoing	Ongoing	Richard Horton
3	Participate in training events organized and led by the Emergency Management Division.	Ongoing	Ongoing	Richard Horton
4	Represent the Energy Office and ESF-12 at EMD exercise planning meetings.	Ongoing	Ongoing	Richard Horton
5	Work with the Public Service Commission on the annual updates to the ESF-12 Standard Operating Procedure and Annexes to the State Emergency Operations Plan, the Hurricane Plan, and the Earthquake Plan.	Ongoing	Ongoing	Richard Horton
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of training hours completed.	Annual	Plan	Richard Horton
2	Number of successful staffings of ESF-12 at the State Emergency Operations Center.	Annual	Plan	Richard Horton

Budget and Control Board				
South Carolina Energy Office: Program Area – Public Information				
Program Goal 3: Provide energy awareness, information and education services.				
Strategy I: Compile energy data for publication in <i>South Carolina Energy Statistical Profile</i> .				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Regular updating and maintenance of database with latest available energy statistics.	Ongoing	Ongoing	Rob Heilig
2	Regular posting on SCEO web site of latest available energy statistics, to include power generation.	Ongoing	Ongoing	Rob Heilig
3	Coordinate with staff members for specific data on areas of expertise (i.e., Renewables, Transportation, DSM).	Ongoing	Ongoing	Rob Heilig
4	Create and post online the <i>South Carolina Energy Statistical Profile Highlights</i> .	May 2, 2006	May 31, 2006	Rob Heilig
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	<i>South Carolina Energy Statistical Profile Highlights</i> published no later than May 2, 2006.	Annual	Report	Rob Heilig
2	Website updated with latest version of the <i>South Carolina Energy Statistical Profile Highlights</i> .	Quarterly	Web	Rob Heilig

Budget and Control Board				
South Carolina Energy Office: Program Area – Public Information				
Program Goal 3: Provide energy awareness, information and education services.				
Strategy J: Develop an energy forecast for South Carolina, with consideration to economic growth, environmental impacts, and resource availability.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Monitor contract with vendor.	July 1 2005	April 30 2006	Matthew Brady
2	Compile energy forecast reports, provide data analysis, and publish findings.	Ongoing	Ongoing	Matthew Brady
3	Distribute data and reports to Public Service Commission, Office of Regulatory Staff, Energy Advisory Committee and other customers.	July 1, 2005	June 30, 2006	Matthew Brady
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Final report is completed no later than June 30, 2006	Annual	Report	Matthew Brady

Budget and Control Board				
South Carolina Energy Office: Program Area – Public Information				
Program Goal 3: Provide energy awareness, information and education services.				
Strategy K: In cooperation with SC Farm Bureau Ag In The Classroom, create biomass lesson plans for middle and high school students.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Produce middle and high school level lesson plan booklets integrating academic subject areas such as math, science and social studies with information and activities about biomass products. Lesson plans will provide hands-on, cooperative learning activities with accurate and detailed information for both teachers and students.	July 1, 2005	September 31, 2005	Jean-Paul Gouffray
2	Report and publicize results	Ongoing	Ongoing	Jean-Paul Gouffray
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Grant completed on time.	Annual	Report	Jean-Paul Gouffray

Budget and Control Board				
South Carolina Energy Office – Renewables and Utilities				
Program Goal 4: Advance the use of renewable resources.				
Strategy A: Provide leadership and assistance in the Environmental Protection Agency’s Landfill Methane Outreach Program toward partnership creations that result in achieving operational status for six South Carolina Landfill Gas Conversion Projects.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Screaming Eagle Landfill (Richland County): Ongoing assistance in all aspects for operational status.	February 1, 2004	June 1, 2005	Sonny DuBose
2	Anderson Regional Landfill: Ongoing assistance in all aspects for operational status.	December 1, 2003	July 1, 2005	Sonny DuBose
3	Oak Ridge Landfill (Dorchester County): Ongoing assistance in all aspects for operational status.	April 1, 2004	March 1, 2006	Sonny DuBose
4	Hickory Hill Landfill (Jasper County): Ongoing assistance in all aspects for operational status.	July 1, 2004	June 30, 2006	Sonny DuBose
5	Greenwood County: Ongoing assistance in all aspects for operational status.	July 1, 2004	June 30, 2006	Sonny DuBose
6	Seneca: Ongoing assistance in all aspects for operational status.	July 1, 2004	June 30, 2006	Sonny DuBose
7	Northeastern Richland Landfill: Ongoing assistance in all aspects for operational status.	July 1, 2004	March 30, 2007	Sonny DuBose
8	Lee County Landfill: Currently operational – participate in ongoing communications with LMOP.	Ongoing	Ongoing	Sonny DuBose
9	Conduct and analyze customer satisfaction survey to partners.	January 1, 2006	March 1, 2006	Sonny DuBose
10	Report and publicize results.	Ongoing	Ongoing	Sonny DuBose
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of increased MW produced by LFGTE projects	Quarterly	LFG use charts	Sonny DuBose
2	Percent increase in MW produced by LFGTE projects over FY04 numbers	Quarterly	LFG use charts	Sonny DuBose

Budget and Control Board				
South Carolina Energy Office – Renewables and Utilities				
Program Goal 4: Advance the use of renewable resources.				
Strategy B: Promote biomass projects statewide				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Assist in developing and implementing one or more biomass energy projects through the Southeastern Biomass State and Regional Partnership (SEBSRP) and other funding sources.	July 1, 2005	June 30, 2006	Richard Horton
2	Through SEBSRP funding, provide a comprehensive analysis of information available regarding statewide biomass energy.	July 1, 2005	June 30, 2006	Richard Horton
3	Maintain database of biomass energy use statewide.	July 1, 2005	June 30, 2006	JP Gouffray
4	Work with producers, transporters and consumers of biomass resources to identify opportunities for partnership.	July 1, 2005	June 30, 2006	Richard Horton
5	Monitor and administer the low-cost Anaerobic Digester for treatment of swine manure special project grant in cooperation with Clemson University.	July 1, 2005	June 30, 2006	JP Gouffray
6	Report and publicize results.	Ongoing	Ongoing	JP Gouffray
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Amount of biomass energy used	Quarterly	Spreadsheet	JP Gouffray
2	Percent increase in biomass energy use	Quarterly	Spreadsheet	JP Gouffray

Budget and Control Board				
South Carolina Energy Office – Renewables and Utilities				
Program Goal 4: Advance the use of renewable resources.				
Strategy C: Coordinate a coalition of solar energy stakeholders to market development of solar energy, particularly through the Million Solar Roofs Initiative (MSRI).				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Provide speaker for statewide presentations as needed.	July 1, 2005	June 30, 2006	JP Gouffray
2	Update partnerships a minimum of three times a year through meetings and/or newsletters.	July 1, 2005	June 30, 2006	D’Juana Wilson
3	Distribute SC MSRI brochure and information package.	Ongoing	Ongoing	D’Juana Wilson
4	In coordination with the SC Solar Energy Society and MSR partners <ul style="list-style-type: none"> • establish Board and committees (marketing, communications, finance, education) • establish strategic plan, goals and objectives • conduct marketing program and workshops 	July 1, 2005	June 30, 2006	JP Gouffray/Sonny DuBose
5	Maintain inventory of solar installations in SC.	Ongoing	Ongoing	JP Gouffray
6	Procure & issue MSRI certificates to eligible systems.	Ongoing	Ongoing	JP Gouffray
7	Report and publicize results.	Ongoing	Ongoing	D’Juana Wilson
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of solar installations in SC	Quarterly	Database	JP Gouffray
2	Percent increase in SC solar installations	Quarterly	Database	JP Gouffray
3	Solar installations inventory is updated	Quarterly	Database	JP Gouffray

Budget and Control Board				
South Carolina Energy Office – Renewables and Utilities				
Program Goal 4: Advance the use of renewable resources.				
Strategy D: Marketing & outreach of renewable energy options in SC.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Coordinate hydrogen related efforts.	Ongoing	Ongoing	Richard Horton
	Coordinate wind related activities <ul style="list-style-type: none"> oversee Special Project Grants applications and projects distribute results of TrueWind wind mapping study and determine opportunities for projects in conjunction with Santee Cooper 			
2	<ul style="list-style-type: none"> coordinate SCEO participation in Wind Working Group 	July 1, 2005	June 30, 2006	Richard Horton
3	Participate in Green Power Summit efforts.	July 1, 2005	June 30, 2006	Richard Horton
4	Report and publicize results.	Ongoing	Ongoing	Richard Horton
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
2	Efforts are publicized on website.	Quarterly	USC data	Richard Horton

Budget and Control Board				
South Carolina Energy Office – Renewables and Utilities				
Program Goal 4: Advance the use of renewable resources.				
Strategy E: Coordinate installation of solar equipment at public facilities.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Ensure solar equipment is installed at <ul style="list-style-type: none"> • USC- Aiken • SC School for the Deaf and Blind 	July 1, 2005	December 1, 2005	JP Gouffray
2	Install solar equipment retrieved from the Habitat for Humanity house on appropriate public facility	July 1, 2005	December 1, 2005	JP Gouffray
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Btu and dollar savings from installations	Quarterly	Database	JP Gouffray

Budget and Control Board				
South Carolina Energy Office: Program Area – Renewables and Utilities				
Program Goal 4: Advance the use of renewable resources.				
Strategy F: Analyze and report on all of the utilities' programs designed to affect demand.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Send out request letters to all utilities & ensure Green Power is incorporated into letter of request.	March 15, 2006	April 15, 2006	Rob Heilig
2	Collect information reports from utilities- input into database.	April 15, 2006	May 15, 2006	Rob Heilig
3	Follow-up with utilities to get delinquent reports and correct data problems.	May 15, 2006	June 15, 2006	Rob Heilig
4	Analyze data, write and edit report.	June 15, 2006	July 15, 2006	Rob Heilig
5	Print and distribute report to utilities.	July 15, 2006	July 31, 2006	Rob Heilig
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Report completed no later than July 31, 2006	Annual	Report	Rob Heilig

South Carolina Energy Office: Program Area – Renewables and Utilities				
Program Goal 4: Advance the use of renewable resources.				
Strategy G: Survey and report on all of the utilities' residential, commercial and industrial rates.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Update commercial/industrial rate and residential rate surveys for current year.	July 31, 2005	July 31, 2005	Sonny DuBose
2	Mail letters to co-ops, municipalities and investor-owned utilities.	August 2, 2005	August 3, 2005	Sonny DuBose
3	Collect data and input into database.	August 5, 2005	August 30, 2005	Sonny DuBose
4	Follow-up with utilities to get delinquent reports.	August 5, 2005	August 30, 2005	Sonny DuBose
5	Analyze data, write and edit report.	September 1, 2005	September 30, 2005	Sonny DuBose
6	Print and post report to web.	September 30, 2005	September 30, 2005	Sonny DuBose
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Reports completed by target dates.	Annual	Report	Sonny DuBose

Budget and Control Board				
South Carolina Energy Office: Program Area - Radioactive Waste Disposal Program				
Program Goal 5: Administer and continuously evaluate the Radioactive Waste Disposal Program to insure stakeholder needs are met while adhering to rules, regulations and statutes.				
Strategy A: Available disposal capacity is managed in accordance with state law and Board policies.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Recommend pricing strategies applicable to a dynamic, competitive disposal market.	Ongoing	Ongoing	Bill Newberry
2	Recommend regular rate schedules that are designed to optimize disposal revenues.	March 1, 2006	June 30, 2006	Bill Newberry
3	Supplement waste received under regular rates with special rate commitments in applicable situations.	Ongoing	Ongoing	Bill Newberry
4	Report and publicize results.	Ongoing	Ongoing	Bill Newberry
5	Manage Barnwell Economic Development Fund.	Ongoing	Ongoing	Michael Hughes
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Rate schedules for regional and non-regional waste are adopted by the Board or its designee prior to the beginning of each fiscal year.	Annual	Meeting minutes	Bill Newberry
2	Volumes received for disposal through 2008 are within 90% of annual caps specified in state law.	Annual	Chem-Nuclear	Bill Newberry
3	Revenue projected in consultation with State Budget Office are met.	Annual	State Treasurer	Bill Newberry

Budget and Control Board				
South Carolina Energy Office: Program Area - Radioactive Waste Disposal Program				
Program Goal 5: Administer and continuously evaluate the Radioactive Waste Disposal Program to insure stakeholder needs are met while adhering to rules, regulations and statutes.				
Strategy B: Improve stability and predictability in volume utilization prior to the beginning of each fiscal year.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Negotiate multi-year access agreements with customers that locks in volume commitments through 2008 projections.	Ongoing	Ongoing	Bill Newberry
2	Obtain volume from Atlantic regional generators prior to the beginning of each fiscal year.	March 1 2006	June 30, 2006	Bill Newberry
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Prior to beginning each fiscal year, over 50% of available volume is committed.	Annually	Contracts	Bill Newberry

Budget and Control Board				
South Carolina Energy Office: Program Area - Radioactive Waste Disposal Program				
Program Goal 5: Administer and continuously evaluate the Radioactive Waste Disposal Program to insure stakeholder needs are met while adhering to rules, regulations and statutes.				
Strategy C: Successfully transition from national disposal access to a region-only facility beginning July 1, 2008.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Conduct regional viability discussions with Atlantic Compact Commission, waste generators, and the disposal site operator.	July 1, 2005	June 30, 2006	Bill Newberry
2	Provide administrative support to ACC and RWDP areas.	Ongoing	Ongoing	D'Juana Wilson
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Outyear volumes profiles and revenue projections are continuously maintained and updated.	Annually	Chem-Nuclear	Bill Newberry

Budget and Control Board				
South Carolina Energy Office: Program Area - Radioactive Waste Disposal Program				
Program Goal 5: Administer and continuously evaluate the Radioactive Waste Disposal Program to insure stakeholder needs are met while adhering to rules, regulations and statutes.				
Strategy D: Develop and maintain credible estimates on resource needs for conducting post-closure custodial care.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Review resource needs estimate every 5 years or as changes warrant.	July 1, 2005	Ongoing	Bill Newberry
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	A specific target amount for extended care needs is maintained and the difference between the target amount and the current balance is readily available at all times.	5 year intervals	Independent study	Bill Newberry

Budget and Control Board				
South Carolina Energy Office: Program Area - Radioactive Waste Disposal Program				
Program Goal 5: Administer and continuously evaluate the Radioactive Waste Disposal Program to insure stakeholder needs are met while adhering to rules, regulations and statutes.				
Strategy E: Participate proactively as a party to the Public Service Commission proceedings on allowable operating costs and participate in appropriate informal lines of communication with disposal site operator in order to anticipate and address issues as early in the Public Service Commission proceedings as possible.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Review and prepare comments on applications and supporting documentation submitted by disposal site operator to the Public Service Commission.	August 15, 2005	March 30, 2006	Bill Newberry
2	Communicate our interest in resolving cost issues to the management of the disposal facility.	Ongoing	Ongoing	Bill Newberry
3	Schedule meetings with disposal site operator & other parties to discuss draft initiatives and proposals.	Ongoing	Ongoing	Bill Newberry
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	The Public Service Commission's orders related to allowable operating costs reflect consideration of BCB contribution and proposals.	Annually	PSC Order	Bill Newberry

Budget and Control Board				
South Carolina Energy Office: Program Area – Innovative and Supportive Work Environment				
Program Goal 6: Provide for an innovative and supportive work environment.				
Strategy A: Provide exemplary leadership that is clear and focused on performance excellence.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Meet with management weekly to set direction for office; meet with staff monthly to communicate updates; meet with Division Director to receive info about Divisional priorities.	July 1, 2006	June 30, 2006	John Clark
2	Set performance expectations through the Employee Performance Management System process for management and staff that encourage high performance.	January 30, 2006	March 31, 2006	John Clark/Mitch Perkins
3	Determine key performance measures for each program area revise as needed.	March 1, 2006	April 30, 2006	John Clark/Mitch Perkins
4	Support organizational and employee learning.	Ongoing	Ongoing	John Clark/Mitch Perkins
5	Administer safety program and policies for workplace to address risk.	Ongoing	Ongoing	Mitch Perkins
6	Develop and implement processes and procedures to insure that assigned projects and programs are completed in accordance with the SCEO Strategic Plan and subsequent management decisions.	July 1, 2005	June 30, 2006	Mitch Perkins
7	Coordinate external representation of South Carolina Energy Office with outside entities such as federal, state, & private groups.	Ongoing	Ongoing	John Clark/Mitch Perkins
8	Oversee preparation and submission of plans, reports and funding applications to US Department of Energy, State Budget and Control Board management, and other relevant parties.	Ongoing	Ongoing	Mitch Perkins
9	Administer office recognition program.	Ongoing	Ongoing	Mitch Perkins
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Key measures will be reviewed for each program area no later than 11/5/05, 1/15/06, 4/15/06, and 7/15/06.	Quarterly	Quarterly meetings	John Clark/Mitch Perkins

Budget and Control Board				
South Carolina Energy Office: Program Area – Innovative and Supportive Work Environment				
Program Goal 6: Provide for an innovative and supportive work environment.				
Strategy B: Maintain an active strategic plan that addresses the organization, stakeholder and human resource needs.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Update SC Energy Office Strategic Plan.	Ongoing	Ongoing	Matthew Brady
2	Submit revised plan for following year to EAC.	April 2006	April 2006	Matthew Brady
3	Submit State Energy Program Plan.	April 1, 2006	May 1, 2006	Matthew Brady
4	Maintain and track key performance measures.	Ongoing	Ongoing	Matthew Brady
5	Conduct quarterly team meetings to report activity and progress on office programs.	July 1, 2005	June 30, 2006	Matthew Brady
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Key measures will be reviewed for each program area no later than 1/15/06, 4/15/06, and 7/15/06.	Quarterly	Strategic Plan	Matthew Brady

Budget and Control Board				
South Carolina Energy Office: Program Area – Innovative and Supportive Work Environment				
Program Goal 6: Provide for an innovative and supportive work environment.				
Strategy C: Develop a high performing organization through advancing human resource capabilities.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Source training based on needs analysis for management/leadership development, performance measurement, and job skills training.	Ongoing	Ongoing	Chantal Fryer
2	Review employee satisfaction and motivation results, modify programs as needed.	Ongoing	Ongoing	Chantal Fryer
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	# of training hours completed by employees	Quarterly	Survey	Chantal Fryer
2	Employee satisfaction results	Annually	Survey	Chantal Fryer

Budget and Control Board				
South Carolina Energy Office: Program Area – Innovative and Supportive Work Environment				
Program Goal 6: Provide for an innovative and supportive work environment.				
Strategy D: Manage & adapt grant programs targeted to customer needs.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Award grants in compliance w/ federal criteria to include special projects.	July 1, 2005	December 31, 2006	Janet Lockhart
3	Review grants at quarterly team meetings.	Ongoing	Ongoing	Tom Hudkins
4	Conduct site visits or other monitoring at critical project points.	Ongoing	Ongoing	Janet Lockhart
5	Review final project reports and evaluate accomplishment of program objectives.	Ongoing	Ongoing	Janet Lockhart
6	Determine and report cost savings.	Ongoing	Ongoing	Janet Lockhart
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of grants awarded by SCEO	Quarterly	Database	Janet Lockhart
2	Number of SCEO projects completed on target date.	Quarterly	Database	Janet Lockhart

Budget and Control Board				
South Carolina Energy Office: Program Area – Innovative and Supportive Work Environment				
Program Goal 6: Provide for an innovative and supportive work environment.				
Strategy E: Streamline contracts procedures.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Process payments within five (5) business days of request based on approval of project coordinator, completion of tasks and receipt of deliverables.	July 1, 2005	June 30, 2006	Shearon Drakeford
2	Check all contracts for completion on a monthly basis.	July 1, 2005	June 30, 2006	Shearon Drakeford
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of SCEO contracts completed as scheduled.	Annual	Database	Shearon Drakeford
2	Percent of SCEO contracts completed as scheduled	Annual	Database	Shearon Drakeford
3	Review contracts at quarterly team meetings	Ongoing	Ongoing	Shearon Drakeford

Budget and Control Board				
South Carolina Energy Office: Program Area – Innovative and Supportive Work Environment				
Program Goal 6: Provide for an innovative and supportive work environment.				
Strategy F: Develop and implement 1) internal cost allocation procedure for projects and 2) quarterly report minimum requirements.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Estimate staff time requirements for projects as needed.	April 1, 2006	June 1, 2006	Janet Lockhart
2	Allocate significant costs by project.	Ongoing	Ongoing	Janet Lockhart
3	Review project costs as part of planning process for 2005/2006.	Ongoing	Ongoing	Janet Lockhart
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Percent of staff with valid time distributions	Annual	Reports	Janet Lockhart

Budget and Control Board				
South Carolina Energy Office: Program Area – Innovative and Supportive Work Environment				
Program Goal 6: Provide for an innovative and supportive work environment.				
Strategy G: Streamline office operational procedures.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Review office service contracts yearly to assess need for services and availability of alternatives to reduce costs to include computer services.	July 1, 2005	June 30, 2006	Shearon Drakeford
2	Track expenditures for paper supplies, copier and printer cartridges, and other routine items to identify changes in consumption and to estimate yearly costs.	July 1, 2005	June 30, 2006	Shearon Drakeford
3	Maintain and update personnel files.	Ongoing	Ongoing	Shearon Drakeford
4	Maintain log of training-related travel for office	Ongoing	Ongoing	Shearon Drakeford
5	Key in final expenses on a quarterly basis into the grants and contracts database. Identify Btu & dollar savings.	July 1, 2005	June 30, 2006	Julia Parris/Tom Hudkins/Shearon Drakeford
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Reduction in office operation costs	Annually	Payment Records	Shearon Drakeford

Budget and Control Board				
South Carolina Energy Office: Program Area – Innovative and Supportive Work Environment				
Program Goal 6: Provide for an innovative and supportive work environment.				
Strategy H: Support office information services.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Catalog books, newsletters, periodicals & other print media as received into SCEO Library.	Ongoing	Ongoing	Julia Parris
2	Review materials subscribed for office.	Ongoing	Ongoing	Julia Parris
3	Maintain and update the mailing list database for central use.	July 1, 2005	June 30, 2006	Julia Parris
4	Maintain file plan for the Energy Drive and review the files quarterly to restore order, archive records, and remove materials no longer needed.	July 1, 2005	June 30, 2006	Julia Parris
5	Maintain on Energy Drive updated spreadsheets on status of ConserFund, School Energy Efficiency, Rebuild SC Audits, Industrial/commercial audits, RHEEEP, SC SAVES, and Savings Matrix.	Ongoing	Ongoing	Janet Lockhart/Staff
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Spreadsheets updated monthly.	Quarterly	Spreadsheet	Janet Lockhart/Staff